



RESPONSIBLE  
JEWELLERY  
COUNCIL

MEMBERSHIP  
APPLICATION  
REQUIRED DOCUMENTS  
FOR LARGE GROUPS

April 2025

# Step 1. Send Organogram & Entities List

Please email [applications@responsiblejewellery.com](mailto:applications@responsiblejewellery.com) and attach the following 2 documents:

- **Organogram** – please see requirements described on next 2 pages.
- **List of all entities** under the control of (beneficial ownership of 25% or more) the parent company. An Excel template list is available here: [Applications guidance • Responsible Jewellery Council](#).

In the list – ideally the completed template – please include the following information for each entity:

- One sentence describing business activity; all RJC materials handled by the entity (leave empty if n/a); country of registration; number of employees, address.

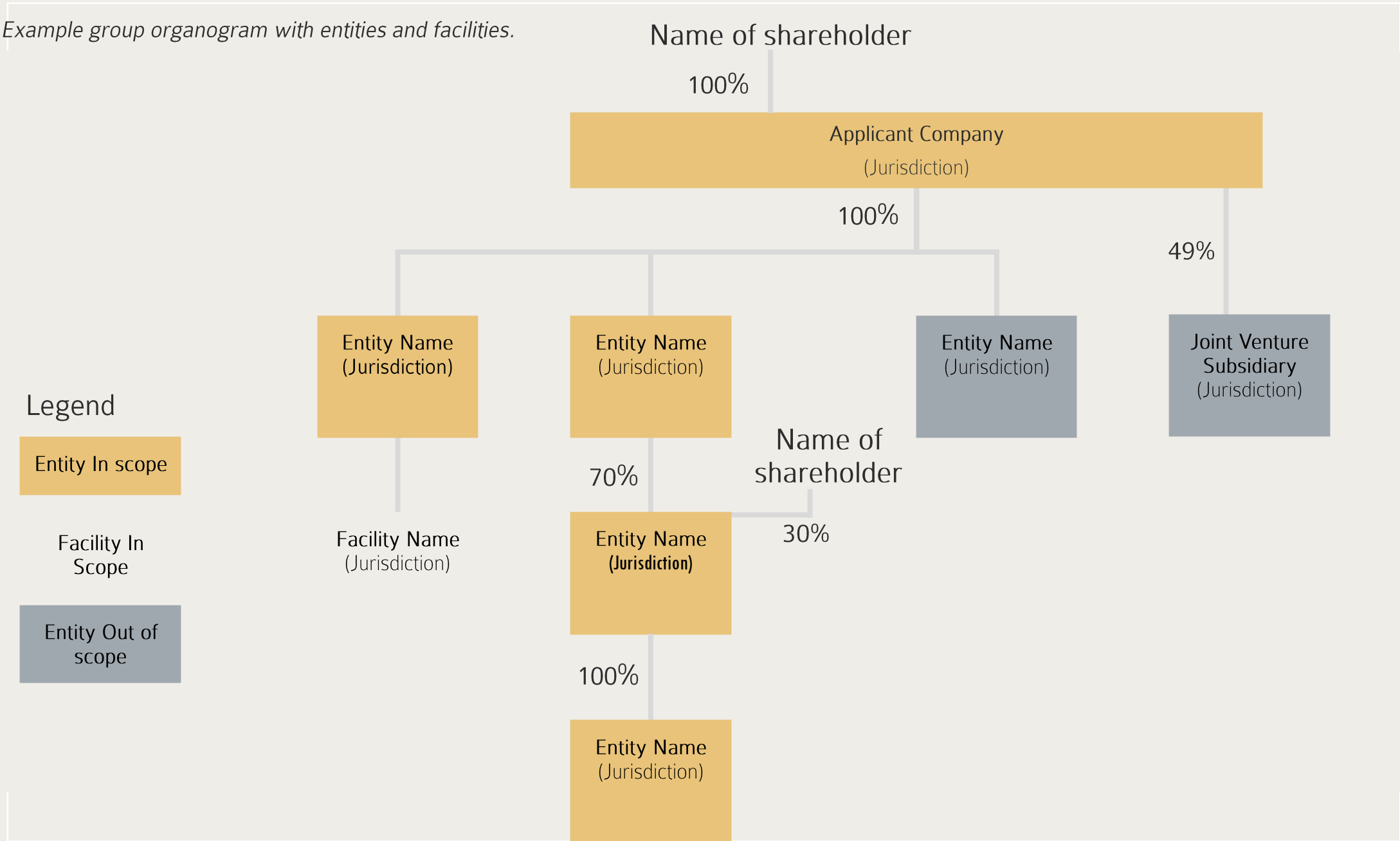
In response, the RJC team will advise you which entities are in RJC Membership Scope.

Next, for each entity in scope, please upload all documents listed in this checklist, via the applications portal.

	Organogram	
Must include	Names of all shareholders owning 25% and above	
Must include	Ownership percentages of all shareholders owning 25% and above	
Must include	All entities and if applicable, all facilities (see clarification below)	
Must include	Jurisdiction of all entities	
Must include	Please distinguish between a) entities in scope, b) facilities in scope and c) entities out of scope, ideally by colour coding as per the example on the next page	
Must include	<b>Attestation</b> from a lawyer, solicitor, barrister or chartered accountant, dated in the last 6 months, <b>stating</b> the following wording: "I verify that this is a true and accurate representation of the organisational structure at this present time".	

<b><i>What is a facility</i></b>	A facility is a separate site at a different location, but not a separate legal entity. This could be retail stores, trading offices, manufacturing sites, and warehouses.
<b><i>What is a shareholder</i></b>	Please include any company, individual or trust, owning 25% and above of any entity in the group

Example group organogram with entities and facilities.



## Step 2. Submit application

- To speed up the processing of your application, in each document, please highlight all **company names**, **director names**, **company tax numbers**, **names** and ownership **percentages** of **shareholders** owning 25% and above, using a yellow highlighting tool.
- Please upload 1 **zip folder** per entity, containing all documents relating to that entity. The folder's name must be the name of the legal entity.
- Please name each document clearly, for example "Entity Name – Business Registration Doc"

### Checklist Legend

	Required Document	✓
Must include	Key information which must be present on the document	✓
Must include	Key information which must be present on the document	✓
<i>Guidance</i>	Clarification for your convenience.	

	Business registration document, for each entity in scope	
Must include & please highlight	Entity name Address Start date	
<i>If applicable</i>	Translation with attestation. See below guidance.	

<i>Language</i>	Document in original language accepted from all EEA countries and Switzerland. Other non-English documents must be submitted together with a <b>translation</b> including <b>attestation</b> from a lawyer, solicitor, barrister or chartered accountant.
<i>If unable to provide translation</i>	Or, if unable to provide a translation, the original document will be accepted <ul style="list-style-type: none"> <li>• If submitted with an <b>attestation</b> from a lawyer, solicitor, barrister or chartered accountant, stating in English it is a business registration document in line with local legislation</li> </ul>
<i>If applicable</i>	Must submit business registration for all parastatal companies or trusts that own 25% or above.

	Letter confirming bank details and signatories, of applicant company	
Must include	Bank account number	
Must include	Bank account <b>signatories</b> (authorised individuals)	
Must include	Signed by a Chartered Accountant	
<i>If unable to provide</i>	Letter from the bank confirming bank details and all bank account signatories.	

	Passport ID – For all shareholders who own 25% or above and all Board Directors in scope	
Must include	Expiry date, no less than 6 months	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	
<i>If unable to provide</i>	Or, if unable to provide passport, then we will accept <ul style="list-style-type: none"> <li>• ID card</li> <li>• or drivers licence</li> <li>• with an <b>expiry date</b> no less than 6 months</li> </ul>	

	List of tax numbers	
Must include	<ul style="list-style-type: none"> <li>• List of tax numbers for each entity in scope</li> <li>• On company letterhead</li> <li>• Signed by director/owner or an authorised officer</li> </ul>	

<i>If unable to provide</i>	Invoice on which the tax number is stated, or, other official document confirming company tax number, for each entity in scope.
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	<b>Official document confirming name and ownership percentage of shareholders, for each entity in scope</b>	
<b>Not required if</b>	* Not required if your business registration document includes names and ownership percentages of all shareholders.	
<b>Must include &amp; please highlight</b>	Names and ownership percentages of shareholders who own 25% or above.	
<b><i>If applicable</i></b>	Translation with attestation. See below guidance.	

<b><i>Language</i></b>	Non-English documents must be submitted with an attestation from a lawyer, solicitor, barrister or chartered accountant.
<b><i>If unable to provide translation</i></b>	<b>Or, if unable to provide this, we will accept an English letter with:</b> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Names and ownership percentages of directors and/or shareholders</li> <li>• Attestation from a lawyer, solicitor, barrister or chartered accountant</li> </ul>
<b><i>Guidance</i></b>	May be called Articles / Memoranda of Incorporation, Bylaws, Deeds of Partnership. It is a legal document that outlines the rules and regulations of an organization. It contains the names of all the subscribers, i.e. the people who were there at the founding point of the company, and a set of rules that govern how the company is run.



	Anti-Money Laundering policy of applicant company	
Must include	AML policy on company letterhead and/or website link to policy.	
<i>If unable to provide</i>	Or, if you do not have an AML policy, we will accept a statement <ul style="list-style-type: none"> <li>• on company letterhead</li> <li>• stating that the applicant follows AML requirements</li> <li>• signed by director/owner</li> </ul>	
<i>Guidance</i>	An AML policy describes procedures to prevent and detect money laundering or terrorist financing. AML may be referred to by different names or acronyms in various countries.	

Upon reviewing the application, further information / documentation may be required.

If Applicable:

Licences	Any national or state licenses to export or import precious stones or precious metals.	
	Any national or state licenses to mine or trade precious stones or precious metals.	
Reports	Copy of or electronic link to any recent reports, financial or otherwise, published by applicant company.	



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LEAD WITH PURPOSE . INSPIRE WITH TRUST  
CONTRIBUTE TO DEVELOPMENT



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#### CONNECT WITH US

Website: [www.responsiblejewellery.com](http://www.responsiblejewellery.com)

Instagram: @TheResponsibleJewelleryCouncil

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